

INFORMATION & PLANNING

Primary Agency: Department of Safety – Bureau of Emergency Management (BEM)

Support Agencies: All agencies/organizations involved in response operations

I. Introduction

A. Purpose

The purpose of Information and Planning is to compile, analyze, and coordinate the collection of data relevant to injury, death and damage assessment in disaster areas.

B. Scope

The scope is the overall coordination in collection of data activities at the State Emergency Operations Center (EOC) in order to formulate response and recovery actions. However, decisions and assignment of resources are not executed in Information and Planning. The primary role of Information and Planning is to serve as a clearinghouse of information for all interested parties. Information and Planning is also responsible for establishing and maintaining the Message Center and coordinating initial needs and damage assessment activities. The activities are grouped among the following functions:

1. **Information Processing** in order to process essential elements of information from local, State, and Federal, and other sources and to disseminate in order to provide for adequate response activities.
2. **Reports** to consolidate information, document response activities and to provide essential information to local, State, and Federal and other sources.
3. **Displays** to maintain information and status in order to facilitate briefings and current activities.
4. **Planning Support** for consolidating data to support the preparation of the State's Action Plan.
5. **Technical Services** to coordinate remote sensing and reconnaissance requirements; establish and maintain a geographic information system (GIS) within the EOC; provide hazard-specific technical advice to support operational planning; and use additional subject matter experts or technical specialists such as a meteorologist or seismologist, as needed.

II. Concept of Operations

Typically, the activities of Information and Planning will commence once the State EOC is activated due to an emergency situation. The following will provide an overall description of the concept of operations.

A. General

In response to an incident, the following may occur:

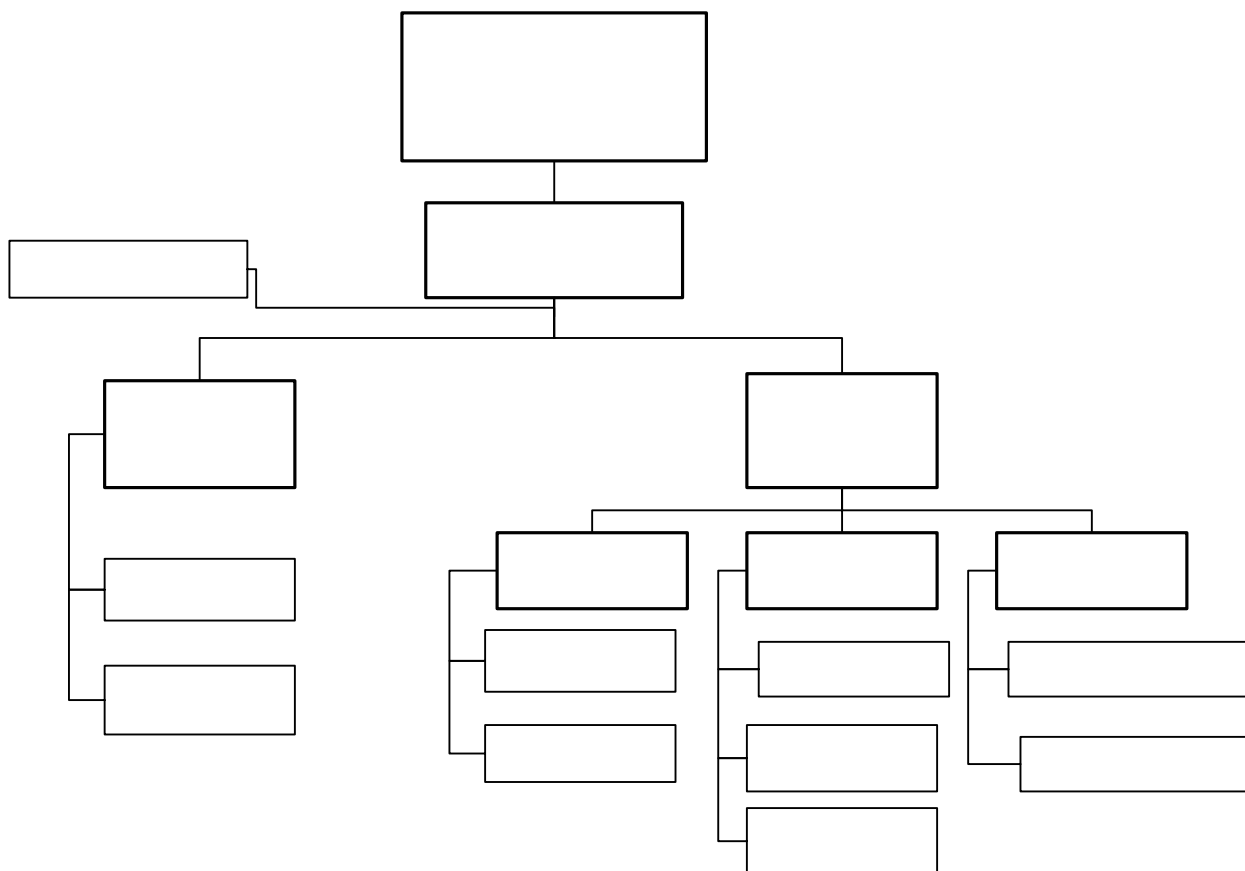
1. Emergency responders at all levels of government will initially assess the situation to identify the response actions needed. The assessment will provide:
 - a. Gross assessment of disaster impacts including the identification of the boundaries of the damage areas, type and severity of the damages, including status of vital facilities.
 - b. Provide general assessment of the status of government operations at the State and local levels.
 - c. Select or validate, as necessary, the operational status of critical facilities such as airfields, staging areas, mobilization centers, etc.
 - d. The priority during this assessment phase is to State-owned facilities. The occupants of those facilities are charged with gathering damage estimates and transmitting the data to Information and Planning.
2. The assessment of the incident, if warranted, will be communicated to Information and Planning where it will be directed to the appropriate operational element needing the information.
3. Based upon the emergency situation, the activities of Information and Planning can commence pre-event or with the activation of any or all portions of the State Emergency Operations Plan (*State EOP*).
4. The various support agencies to Information and Planning and local jurisdictions, through the Local Liaison Unit, will gather, disseminate, and transmit data to Information and Planning. Information and Planning will collect, summarize, analyze, display, and disseminate critical elements to the operational support of the State EOC. Such elements include but are not limited to:
 - a. Boundaries of the disaster area.
 - b. Social/economic/political impacts.

- c. Jurisdictional boundaries.
 - d. Status of transportation system.
 - e. Status of communications system.
 - f. Access points to the disaster areas.
 - g. Status of operating facilities.
 - h. Hazard-specific information.
 - i. Weather data affecting operations.
 - j. Seismic or other geophysical information.
 - k. Status of critical facilities.
 - l. Status of aerial reconnaissance activities.
 - m. Status of key personnel.
 - n. Status of emergency declarations.
 - o. Major issues/activities of ESFs.
 - p. Resource shortfalls.
 - q. Overall priorities for response.
 - r. Status of upcoming activities.
 - s. Donations.
 - t. Historical information.
 - u. Status of infrastructure systems (i.e., transportation, energy, utilities, etc.).
5. As the response activities progress, most of the information will be collected by the operational elements of the State EOC. Critical information will be reported as it develops, and information for situation reports will be provided, as required.
6. Information will be received, processed, and disseminated by Information and Planning. Information and Planning will focus on relationships among information categories, particularly information which applies to multiple operational elements or jurisdictions.
7. Information and Planning will develop situation reports using statistical, narrative, and graphic information from response and recovery operations, which provide an overall description of the situation.
8. SITREP forms and established timelines for submittal should be maintained by all support agencies and local jurisdictions.
9. The staffing pattern and the level of staffing will be dependent upon the severity of the emergency. Once the State EOC is activated and the activities of Information and Planning commence, a designated BEM staff member will be assigned as the Information and Planning Section Chief. The Chief will conduct an assessment of the situation and staff accordingly.
10. Specialized Teams/Units

- a. Safety and damage assessment teams associated with various ESFs will transmit data and information to Information and Planning.
- b. BEM is now in the planning stages to create Rapid Needs Assessment Teams (RNATs). In a catastrophic event following the initial damage assessment, the RNAT would survey impacted areas to identify unmet needs. RNAT would consist primarily of representatives from the State's social service agencies.

B. Organization

1. The functional organization structure of this ESF is shown in ***Figure 5-1, Functional Organization of Information and Planning.***



Clerical Staff to augment all elements of the ESF

Figure 5-1, Functional Organization of Information and Planning

2. The staff positions and descriptions, as outlined in *Figure 5-1, Functional Organization of Information and Planning*, are:
 - a. **Information & Planning Section Chief:** The primary function of this position is to coordinate and manage the responsibilities and functions of Information and Planning, assist in planning activities related to response and recovery actions and provide staff requirements.
 - b. **Information Branch Director:** The primary function of this position is to coordinate and manage the responsibilities and functions of the Local Liaison Unit and EOC Message Center with planning activities related to response and recovery actions.
 - c. **Planning Branch Director:** The primary function of this position is to coordinate and manage the responsibilities and functions of the Situation Unit, Documentation and Analysis Unit, and Technical Services Unit with planning activities related to response and recovery actions.

C. Notification and Activation

In response to an event that would cause the activation of the State EOC, the BEM Operations Officer would initiate notification. During off-duty hours, the New Hampshire State Police or the BEM Duty Officer would normally initiate notification procedures.

D. Emergency Response Actions

The emergency response actions of Information and Planning are as follows:

1. The initial actions are the activation of the ESF with the determination of staff requirements at the State EOC in order to collect, process, and disseminate incoming information.
2. Collect, process, and disseminate information on the disaster or emergency situation for use by the State EOC and Federal Emergency Management Agency (FEMA).
3. Prepare briefings and reports based on input from other ESF operational elements, local and State agencies, and the Federal government.
4. Maintain status boards, maps, and charts critical to the operation of the State EOC.
5. Provide or secure technical advice, as needed.

6. Prepare planning reports and develop special reports describing specific actions, priorities or contingency planning requirements, as requested.
7. Log and track local, State, and Federal response actions and requests to support the operational elements.
8. Provide to the FEMA counterpart the necessary information, briefings, and reports to enhance and coordinate State and Federal response and recovery efforts.

E. Recovery Actions

Recovery actions will begin at the discretion of the Governor and/or BEM Director. Though two separate sequence frames, it is not expected that the recovery actions for Information and Planning will differ from the emergency response actions.

F. Deactivation

Partial deactivation would occur based upon the extent of the current response and recovery actions and at the discretion of the BEM Director. Full deactivation would occur at the termination of the operational elements at the State EOC.

III. Roles and Responsibilities

A. Primary Agency – Department of Safety – Bureau of Emergency Management (BEM)

1. Coordinate the overall State efforts to collect, process, report, and display essential elements of information and to facilitate support for planning efforts during response and recovery operations.
2. Provide staff, as necessary, to carry out the functions of Information and Planning.

B. Support Agencies

1. ***General***
 - a. Provide operational support and resources, where appropriate, in support of the management of Information and Planning.
 - b. Provide periodic updates regarding agency activities and/or operations.

- c. Document all agency activities, personnel and equipment utilization, and other expenditures, as required.
- d. Provide technical support for all aspects of the response and recovery efforts, as needed.
- e. Gather damage assessment data and transmit information to Information and Planning.

IV. References

A. Plans

- 1. New Hampshire Planning and Disaster Reference
- 2. NH Damage Assessment Computerized Program (MS Access)
- 3. New Hampshire Hazardous Materials Specific Annex
- 4. The Federal Response Plan
- 5. The Regional Response Plan
- 6. New Hampshire State Coordinating Officer Handbook
- 7. New Hampshire Initial Assessment Team (IAT) Handbook
- 8. New Hampshire Guidelines for Recovery Operations

B. Standard Operating Procedures/Guides (SOPs/SOGs)

- 1. Information and Planning Activation and Deactivation SOG
- 2. Information and Planning Position Checklists
- 3. Information and Planning Position Descriptions

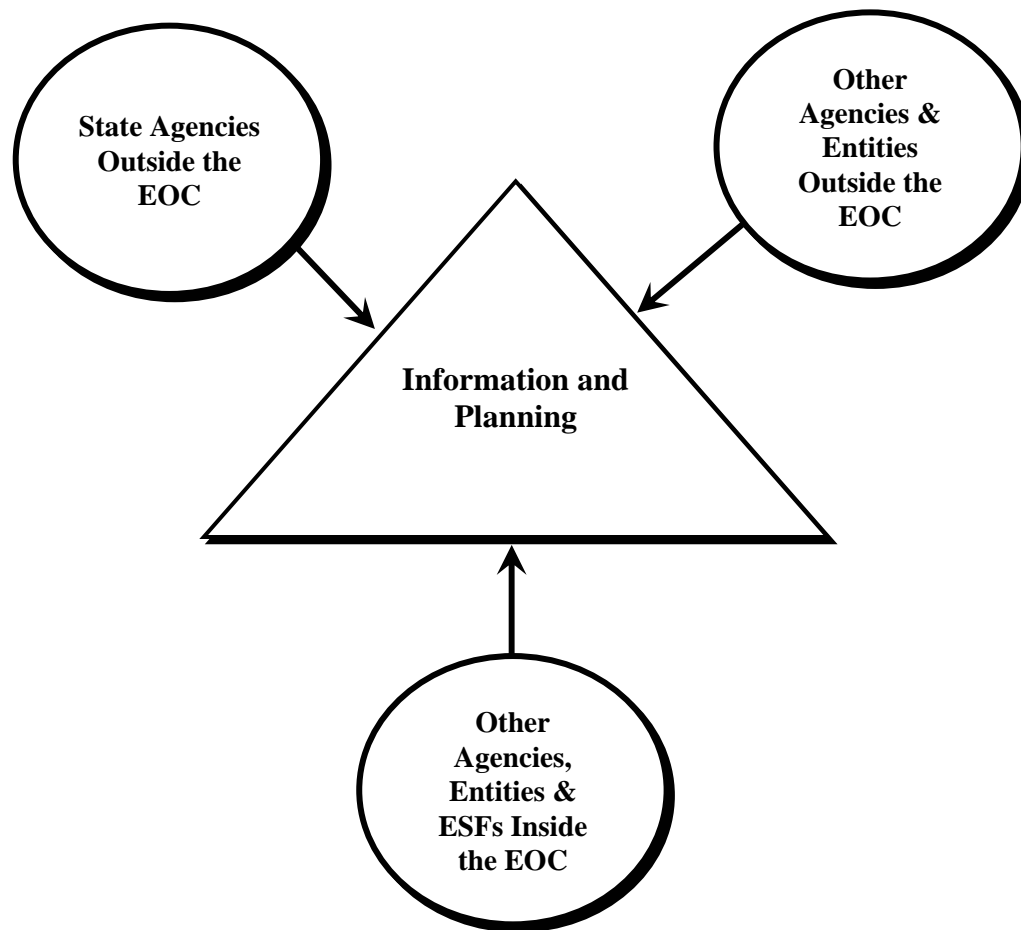


Figure 5-2, Transmission of Data and Information to Information and Planning

V. Attachments

A. Forms

The following standardized forms will be used in the collection of data and the development of reports. Any additional forms will be described, with the source information, in the Departmental SOPs/SOGs.

1. Chronological Event Log
2. Incident Report
3. Status Report
4. Message Form
5. BEM Emergency Shift Change
6. State Agency Emergency Shift Schedule
7. Federal / State Point of Contact Worksheet

NOTE: All forms and SOPs/SOGs are bound separately and are located in the State EOC.